

**MONTANA DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT PROJECT APPLICATION FORM
AND TABLE OF CONTENTS**

(It is required that this form be typed and completely filled out)

Cells are formatted for numbers, currency, and percentages.

This appendix should be the first item to appear in the application.

A. APPLICANT INFORMATION

1. Local Government

Name of Local Government	
Address	
Phone Number	
Chief Elected Official	
Local Government Tax ID #	

2. Local Development Organization

Name of Contact Person						
Address						
Phone Number						
Email Address						
Existing Revolving Loan Fund (RLF)?	No		Yes		Balance	\$

Money available for loans

3. Assisted Business

Name of Company	
Contact Person	
Address	
Phone Number	
Email Address	

Business NAIC Code	
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Business DUNS Number	
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Does the business provide health care benefits?	No		Yes	
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4. Regional Development Officer (RDO)

Local governments must contact their RDO for assistance prior to and during the application process. Contact CDBG-ED staff for name and phone number of your RDO.

Name of RDO	
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B. PROJECT SUMMARY

In the box below, provide a summary of this proposal which describes the nature of the assisted business and what CDBG-ED funds would be used for:

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C. BENEFIT TO LOW AND MODERATE INCOME (LMI) SUMMARY

1. Jobs and Cost Per Job Summary

Total Number of New Jobs Created	
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Total Number of New LMI Jobs Created	
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Total Number of Jobs Retained	
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Total Number of LMI Jobs Retained	
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Percentage (%) of Benefit to LMI	
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Total jobs/total LMI jobs - minimum 51% benefit to LMI Job retention projects must provide documentation that without CDBG-ED
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assistance the jobs would be lost.

CDBG-ED Cost Per Job (Maximum \$25,000 per job)	
Total CDBG-ED Activity Funds Requested \$ ____ / # of jobs ____.	

2. Customized Training of Employees Summary

Total Number of Employees to be Trained	
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Total Number of LMI Employees to be Trained	
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Percentage (%) Benefit to LMI	
Total jobs/total LMI jobs - minimum 51% benefit to LMI	

CDBG-ED Cost Per Job	
Maximum \$5,000 per job	
Total CDBG-ED Activity Funds Requested \$ ____ / # of Jobs ____)	

D. FUNDING SUMMARY

Total CDBG-ED Activity Funds Requested	
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Total Other Funds Committed	
Source	
Source	
Source	
Source	

Matching Funds (At least 1:1)	
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Administrative Funds Requested	
No more than 8% of total CDBG-ED request.	

E. TABLE OF CONTENTS

Review and complete the General Application Requirements section of the guidelines to make sure that all areas have been completed.

<u>APPLICATION REQUIREMENT</u>	<u>PAGE NUMBER</u>
1. Copy of Resolution Passed by CRDC	
2. Community Needs Assessment Narrative	
3. Benefit to Low and Moderate Income Persons Narrative	
4. Appendix B. Local Government and Business Application Certification	

5. Appendix C. Certification for Application, Acceptance of CDBG Program Requirements <i>If a joint application, both local governments need to sign.</i>	
6. Appendix D. State Community Development Objective Narrative	
7. Appendix E. Full Environmental Checklist	
8. Appendix E. Preliminary Review Site Specific Checklist	
9. Appendix H. Resolution to Authorize Application	
10. Appendix I. Citizen Participation - First Public Hearing Minutes, Attendance Sheet, Affidavit of Publication	
11. Appendix I. Citizen Participation - Second Public Hearing Minutes, Attendance Sheet, Affidavit of Publication	
12. Appendix J. Draft Revolving Loan Fund Plan	
13. Appendix L. Draft Sub-Recipient Agreement	
14. Appendix M. Draft Management Plan	
15. Appendix N. Sources and Uses Form Part I	
16. Appendix N. Sources and Uses Form Part II	
17. Appendix O. Draft Hiring and Training Plan or Customized Hiring and Training Plan <i>Hiring and Training Plan Customized training plans need to address the minimum wage requirement.</i>	
18. Appendix P. Project Implementation Schedule	
19. Appendix Q. Draft Confidentiality Agreement and Affidavit	
20. Appendix R. Draft Inter-local Agreement	
21. Appendix S. Income Survey Forms for Job Retention Proposals Forms for existing employees	
22. Appendix T. Business Plan	
23. Appendix U. Grant Assistance Agreement for Customized Training	
24. Financial Statements for 3 Most Recent Years of Operation Balance Sheet Profit and Loss Statement Cash Flow Statement Reconciliation of New Worth Current Aging of Accounts Receivables	

25. Financial Projections for 3 years	
Projected Balance Sheet	
Projected Profit and Loss Statement	
Projected Cash Flow	
26. Debt Schedule	
27. Explanation of Working Capital Needs	
28. Personal Financial Statements and Tax Returns (for owners with 20% or more ownership)	
29. Personal Credit Check Release (for principal owners)	
30. Public and Private Sector Commitments for Funding	
31. Acquisition Narrative - <i>if applicable</i> <i>Buy/Sell Agreement</i>	
32. Federal Labor Standards Narrative - <i>if applicable</i>	
33. Map of Proposed Project Area	
34. FEMA Flood Map of Project Area - if applicable	
35. Other Items (list)	

